DESIGNED FOR STUDENTS WHO STRUGGLE WITH NOTE-TAKING AND OTHER CORE STUDY SKILLS

5 effective study strategies using audio recordings

Simple step-by-step guides with Sonocent software for Windows, Mac, iOS, and Android

Audio note taking

HOW WILL THIS STRATEGY HELP MY STUDENTS?

Do your students struggle to take notes in class? With Sonocent, they can focus on listening and participating, then revisit their recordings and annotations later, summarizing the material at their own pace.

STEP-BY-STEP BREAKDOWN

1 **Import slides into Sonocent Audio Notetaker**

(i) Before the lecture, open a blank project in Sonocent Audio Notetaker for Windows and Mac

(ii) Import the professor's slides ⬇ into the software's Image Pane.

2 **Extract the text from those slides**

(i) To make it easier to work with the text from the slides, click Extract text all slides. 🗒️**A**

(ii) Text from the slides will display in the software's Reference Pane, where it is fully editable.

"Sonocent software visualizes audio recordings as editable chunks, phrase-by-phrase. Students can highlight information as they listen and easily return to any part of their recording after class."

Lucy Toffolo
Training Manager

3 Create a Color Key for audio annotation

(i) Click on Edit Color Key 🎨 from the Side Bar.

Opposite is an example of a Color Key created by a student on a Computer Science and Mathematics degree.

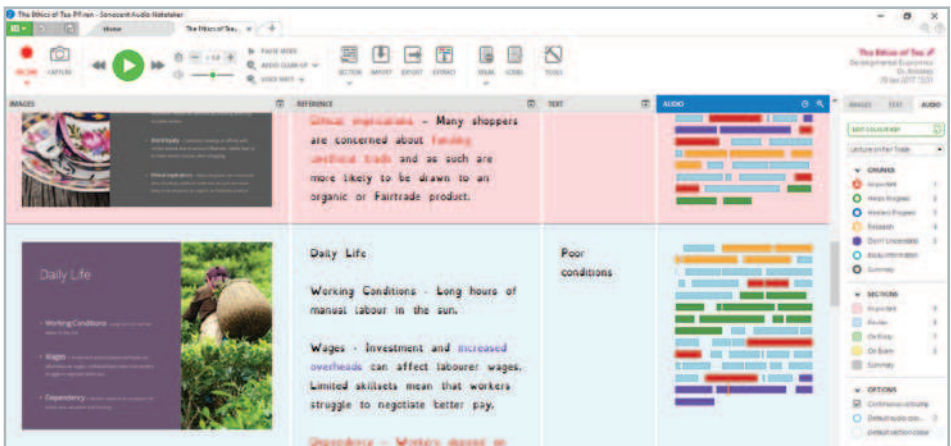| CHUNKS		
Computer Architecture (in C... ▼		
⌄ CHUNKS		
⬤ Important	1
⬤ Terminology	2
⬤ Definition	3
⬤ Process	4
⬤ Ask tutor	5
⬤ Research further	

4 Color highlight live in class

(i) Click the record button ⬤ RECORD to start recording the professor's voice.

(ii) Highlight audio in color, using the new Color Key, with a click of the mouse or the corresponding numbers on the keyboard. There's no need to type text in class.

(iii) Align the audio and slides by hitting the Enter key whenever the professor moves on to a new topic.

(iv) Listen back to the highlighted audio after class and type text summaries in the Text Pane right alongside the recording.

Composition

HOW WILL THIS STRATEGY HELP MY STUDENTS?

Do you work with students who find it hard to express their thoughts in writing? With Sonocent, they can talk through their ideas first, creating the structure of their final written piece in an audio format.

STEP-BY-STEP BREAKDOWN

1 **Dictate thoughts and summaries**

(i) Open the notes created in class with Sonocent Audio Notetaker (see page 1).

(ii) Dictate summaries of the classroom audio adjacent to the original recording.

2 **Utilize as the starting point for written work**

(i) Listen back to the dictations, delete, rephrase, expand, and restructure until the core structure of the assignment is complete in an audio format.

(ii) Transcribe dictations manually or with the Scribe tool (the user will require Dragon NaturallySpeaking) and export to Word.

Audio study resources

HOW WILL THIS STRATEGY HELP MY STUDENTS?

For some students, staying focused while reading through text-heavy documents is a challenge. But with Sonocent software, they can convert text into interactive audio resources with a few clicks.

STEP-BY-STEP BREAKDOWN

1 **Extract text from lengthy PDFs**

(i) Open a blank project in Sonocent Audio Notetaker.

(ii) Import accessible PDFs of journal articles/ebook chapters/handouts. Click Extract text all slides.

2 **Play back text as speech and color highlight**

(i) Click the Speak tool and select Send All Speech to Audio Pane.

(ii) Press Play and listen as the software reads out the text. Highlight key information in color.

(iii) Click the Speak tool and select Speech Settings to tweak the readback speed.

(iv) Use the Extract tool to cherry pick highlighted audio from articles. Collate with related audio from classroom recordings and dictations. Utilize for revision and assignments.

Presentation Practice

HOW WILL THIS STRATEGY HELP MY STUDENTS?

Do some of your students lack the confidence to present their work in front of class? Sonocent software includes features designed for practicing presentations until perfect.

STEP-BY-STEP BREAKDOWN

1 **Compile slides, text, and audio in one workspace**

(i) Click import slides from the Sonocent Audio Notetaker home tab.

(ii) Type the script in the software's Text Pane, alongside the slides.

(iii) Record the presentation. Hit the Enter key to insert section breaks, ensuring that the audio is aligned with the slides.

2 **Review the delivery and practice until perfect**

(i) Use the pre-loaded Color Key to color highlight audio and sections that sound on point or need some refinement.

(ii) Practise the presentation without a script when ready. Select Tools, Presentation Capture, and Display slides using Audio Notetaker to run through slides in fullscreen mode.

(iii) Click the Export tool and select Audio and Images as Video to upload a copy of the presentation to The Cloud. Ask for feedback from peers and tutors.

Recording & annotating on the app

HOW WILL THIS STRATEGY HELP MY STUDENTS?

Students who struggle to concentrate in class can stay engaged by recording and annotating audio with a tap, using our free companion app for iOS and Android.

STEP-BY-STEP BREAKDOWN

1 **Create a custom Color Key before class**

(i) Download our free Sonocent Recorder companion app from the Google Play or Apple App Store.

(ii) Select Settings and then Edit Color Key. Assign colors to individual topics and include a color for marking up deadlines and other information pertaining to assignments.

2 **Record and annotate live in class**

(i) Press the Record button 🔴 RECORD to start recording the speaker.

(ii) Tap the color buttons on the screen to mark up significant parts of the audio. Tap the section break button whenever the speaker moves on to a new topic. And add photos of diagrams from the whiteboard or textbooks alongside the audio.

Transfer files to Sonocent Audio Notetaker

3 (i) Transfer files to Sonocent Audio Notetaker on the desktop by wifi, USB, or The Cloud.

(ii) Listen back to the audio highlighted in class and add text summaries in the Text Pane.

Do you work with students who struggle with note taking and other core study skills?

With Sonocent software, those students can achieve more by applying audiocentric study strategies for note-taking, revision, essay composition, presentation practice and more.

For more information about trialling Sonocent for free with your students over a full semester, visit

www.sonocent.com/free-software-trial

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95% of students find it **"**easy to take good notes**"** with Sonocent software

Data taken from a June 2016 survey of 929 students with Sonocent Audio Notetaker licenses.